



Health Services
LOS ANGELES COUNTY



RANCHO LOS AMIGOS
NATIONAL REHABILITATION CENTER

ORIENTATION/REORIENTATION ATTESTATION FORM

The Joint Commission Standard HR.01.04.01 requires orientation to all staff, and Standard HR.01.05.03 requires that hospital staff participate in ongoing education and training.

Department of Health Services (DHS) New Employee Orientation and annual Reorientation assists in meeting this requirement. Workforce members are required annually to read the Orientation/Reorientation Handbook and sign the attestation form.

Instructions:

1. Workforce member reviews 2013 Orientation/Reorientation handbook and submits this Attestation Form to his/her supervisor. Supervisor must assign a "Proxy" designee to complete the online attestation.
2. "Proxy" designee completes online attestation and print out online Certificate of Completion. "Proxy" designee documents completion at the bottom of this form.
3. "Proxy" designee files Attestation Form including online Certificate of Completion into workforce member's Area/Unit File.

☐ Orientation

☐ Reorientation

I attest that I have read Rancho Los Amigos National Rehabilitation Center 2013 Orientation/Reorientation Handbook. I am familiar with the contents of the handbook and will abide by the guidelines set forth.

PLEASE PRINT LEGIBLY

LAST NAME		FIRST, MIDDLE NAME		EMPLOYEE/CONTRACT ID NO.	
JOB CLASSIFICATION/TITLE			DEPARTMENT/DIVISION		P/L
WORKFORCE MEMBER SIGNATURE				DATE:	
<input type="checkbox"/> Check here if Non-County Workforce Member	SCHOOL/CONTRACT AGENCY NAME			PHONE NO.	

FOR PROXY USE ONLY

☐ Proxy online submission completed.

PROXY INITIALS

DATE

Original: Area/Unit File